

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1122 **TITLE:** DIRECTOR, OFFICE FOR CHILDREN **GRADE:** S-26

DEFINITION:

Under administrative direction, to plan, organize, and direct the activities of the Office for Children; and to do related work as required.

TYPICAL TASKS:

Plans, manages and directs the activities of the Office for Children;
Administers the agency's programs;
Acts as advisor to the community on child care services;
Coordinates the activities of community, County and professional organizations in developing a certification program for child care centers and family child care home providers;
Monitors Federal and State legislation related to child care;
Coordinates services to child care facilities provided by other County and community agencies;
Oversees the preparation of the agency operating budget;
Develops administrative policies and procedures;
Plans for and implements additional child care services as desired by the Board of Supervisors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Progressively responsible experience in multiple-child care programs;
Extreme knowledge of day care administration and child care development;
Extensive knowledge of the principles, methods and practices of good management;
Knowledge of Federal, State and County laws and regulations governing day care operations;
Knowledge of community and government resources available for child care programs;
Ability to plan and direct activities of a large group of child care professionals;
Ability to establish and maintain effective working relationships with the public, private agencies and County, State and Federal officials;
Ability to supervise and manage staff developments.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in Early Childhood Education. Psychology, social work, or closely related field; plus six years of professional experience in child care administration or early childhood education, including three or more years of supervisory/program management responsibility.

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